

## Application Instructions for the ENGAGE.EU Global Sustainability Management (GSM) Program for „Mannheim Master in Management“ students

**Target group:** Students of the Master degree course „Mannheim Master in Management“

**Application deadline:** 30 September 2025

**Possible Exchange Period:** **Spring semester 2026** (Hanken School of Economics) plus potential additional stay abroad at one of the ENGAGE.EU Partner Institutions in Fall semester 2026

*or*

**Fall Semester 2026** (WU Vienna) plus potential additional stay abroad at one of the ENGAGE.EU Partner Institutions in Spring Semester 2027

### Bewerbungsunterlagen

- Online Application Form
- CV
- Academic Goals and Motivation
- Transcript of Records
- Bachelor's diploma (and final bachelor's transcript, if available)
- Proof of Language Proficiency
- Additional Certificates (optional)
- Picture (optional)

**Important:**

By the application deadline (30 September), your proof of language proficiency may **not be older than 2 years**.  
**The earliest acceptable date on your language certificate is thus 30 September 2023.**

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# Preparation

## How Can I Find Information?

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### Information event hosted by the Business School

Be sure to attend the School's information event on the GSM program! It will take place on **September 1** via [Zoom](#) at **3:30 p.m.** in English. You will be notified by email and via the faculty's information channels.

### Website of the International Office and ENGAGE.EU

The European university alliance [ENGAGE.EU](#) is geographically spread across Europe, reflecting the diversity of the continent. In addition to the University of Mannheim, it also includes the following universities:

- Hanken School of Economics (Finland)
- Vienna University of Economics and Business (Austria)
- NHH Norwegian School of Economics (Norway)
- Universitat Ramon Llull (Spain)
- Luiss Libera Università Internazionale degli Studi Sociali Guido Carli (Italy)
- Tilburg University (Netherlands)
- Université Toulouse Capitole (France)
- University of National and World Economy (Bulgaria)

General information about the GSM program can be found on the [IO website](#), and specific information for MMM students can be found on the [Business School website](#). As the program is coordinated centrally by an ENGAGE.EU partner university, detailed information on the content of the program can be found on the [central program website](#).

Further information on application requirements (e.g., grade point average and language proficiency) can be found in the [partner universities' database](#).

### Contact with the partner institutions

Please do not contact the central program organizers or the ENGAGE.EU partner institutions until you have officially been nominated by the International Office! If you have any questions, contact your advisors in Mannheim (see below)!

### Advice from the International Office

The International Office is happy to help you with your administrative questions concerning the application and the organization of your study abroad experience (e.g. language tests, visa, scholarships and housing). Here is a list of the available [study abroad advisors at the International Office](#).

Please contact us via e-mail or book an appointment for a [digital consultation](#). For shorter questions, please feel free to stop by during our open **office hours, Tuesdays 9 a.m. to 11 a.m.**

### Advice from your School for academic questions

For academic questions (e.g. course selection and recognition) as well as the selection process, please contact your School's Exchange Coordinator for ENGAGE.EU at the Dean's Office of the Business School, [Janna Ried](#).

### Study Abroad Fair at the University of Mannheim

The [Study Abroad Fair](#) will take place **from 15-18 September**. At this event, you can look forward to a lot of great presentations about studying abroad. On Thursday, 18 September, you can also meet staff from the International Office and your school in person at info booths in the Ehrenhof and in front of the Mensa.

ENGAGE.EU representatives will have their own stand, and we are also inviting incoming students from Finland to represent their country and their universities (including Hanken School of Economics).

## Which programs may I apply for?

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The GSM program comprises **two semesters (60 ECTS credits in total)**, which you will complete as part of your master's degree program in Mannheim. Upon completion, you will receive an additional **qualifying certificate**.

- You will spend the **first GSM semester** together with all GSM students in your cohort at an ENGAGE.EU partner university abroad to learn core thematic competencies. **If you start in the 2026 spring semester, this will be the Hanken School of Economics; if you start in the 2026 fall semester, this will be WU Vienna.**
- You will spend the **second GSM semester** either at the University of Mannheim or at another partner university from the ENGAGE.EU consortium. Thanks to the hybrid design of the elective program, you can choose courses from different universities, regardless of where you spend your second GSM semester.  
Please contact your faculty contact (see above) to discuss which options are suitable for your desired course of study.

You can apply for the GSM program and a [double degree program](#) at the Faculty of Business Administration at the same time. In this case, you must create two separate application records and submit them by the respective deadlines.

## Application Requirements

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1. **Enrollment at the University of Mannheim:** You must remain enrolled during your stay abroad and then return to the University of Mannheim to continue your studies. MMM students are not granted a leave of absence for the semester(s) abroad.
2. **Start of studies:** You can only apply for the GSM program at the beginning of your master's program (in the first semester for a stay abroad in the third or fourth semester). This applies regardless of whether you take a leave of absence in between.
3. **Advanced language skills, minimum level B2:** You must prove your English level by taking an appropriate [language test](#).
4. **Submission of a completed application on time:** if you miss the application deadline, forget essential application components or submit wrong documents (e.g. expired or unaccepted language tests), your application will be rejected on formal grounds.
5. **Good academic performance:** In general, students with a grade point average of 3.0 or lower can only be considered for the GSM program in exceptional cases. If in doubt, seek advice from the faculty.

## Special Requirements for International Students

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Depending on their nationality, international students need to be aware of [additional requirements](#).

Here are a few issues which you might encounter:

- **Visa application?** Not only overseas exchanges require a visa. Exchange programs within Europe also require a visa if you are not a citizen of the EU, even though you have valid resident permit for Germany.

- **Special language requirements?** Depending on your nationality, you might have to submit a different language test.
- **Staying abroad in your home country?** It's not always possible to do an exchange in the country where you hold citizenship. Please check with the International Office before you apply.
- **Dual Citizenship?** Please note that there might be special entrance requirements.
- **The University of Mannheim's tuition fees for non-EU students while abroad?** In rare cases, you might get exempt from paying tuition in Mannheim during your time abroad.



**We strongly advise any students who do not hold German citizenship to consult with the International Office before applying, so that we can identify any difficulties early on and find solutions together. This especially applies to you if you are studying in Germany on a residence permit or if you need a visa to go abroad.**

## Costs and Financial Aid

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Before applying, please find out about the [costs and financial aid opportunities](#) for your planned stay abroad. If you are on a tight budget, you should carefully consider which destinations are financially feasible for you and which you should avoid in your application.

If your application is successful, you will receive a **tuition-free exchange spot**, meaning that you will not have to pay anything to attend courses at the ENGAGE.EU partner university. However, other fees similar to the Mannheim semester fees may apply.

Remember to budget for accommodation, meals, and travel expenses.

Please do not hesitate to seek advice from the AAA. We will be happy to discuss with you which scholarship opportunities are available to you and whether your budget estimate is realistic.

At **Erasmus partner universities, which include all ENGAGE.EU partner universities**, [mobility funding from EU funds](#) is usually included. The funding rates vary from country to country and may change each year. It is also good to know that there is a subsidy for sustainable travel and additional funding for certain groups of students. The IO will inform you about the application process in good time before your stay abroad.

# Application

## Application Procedure

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The application for the GSM program is completely digital. You need to upload the application documents individually onto the **online application portal “Mobility Online”**. At the end, you need to upload all documents again **in one merged PDF file**, then your application is officially submitted. Please make sure to merge your documents in the correct order (see checklist).

The application portal will be activated one month before the application deadline. Until then, you can prepare all the documents listed below. If you prefer to write your application in English, for example because German is not your native language, you are welcome to do so.

At the time of application, academic references / letters of recommendation are generally not required. Therefore, please do not submit any academic references – they do not play a role in the selection process.

## Checklist

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Below you will find a description of the individual application components. Please start preparing these documents now, so you can upload them once the application portal opens, which will be one month before the deadline.

	Checklist for your personal use
<b>Application Component</b> Please upload your application documents <b>in a single copy</b> on the Mobility Online-portal and then merge them in <b>one consolidated PDF file</b> in the following order.	Uploaded on Mobility Online?
Online Application Form (generated in the application portal, uploaded with signature)	<input type="checkbox"/>
CV	<input type="checkbox"/>
Academic Goals and Motivation	<input type="checkbox"/>
Transcript of Records	<input type="checkbox"/>
Master Students: Bachelor's diploma (and final bachelor's transcript, if available)	<input type="checkbox"/>
Proof of Language Proficiency	<input type="checkbox"/>
Additional Certificates (optional)	<input type="checkbox"/>
Picture (optional)	<input type="checkbox"/>
<b>All documents uploaded as one merged PDF file in the correct order</b>	<input type="checkbox"/>

Accepted formats for uploads include PDF (preferred), WORD und picture files (e.g. for your picture).

## Application Components

### Online Application Form

The online application form is a PDF that is generated in the application portal after you entered all your data and it serves as a **cover sheet** of your application. The International Office will open the [application portal "Mobility Online"](#) one month before the application deadline. You can log in using your regular student username and password.

#### For a successful application you need to take the following steps:

1. First, you enter your personal data in the online application form as well as your preferred exchange university for the first GSM semester (Hanken School of Economics or WU Vienna) and the preferred time period of your exchange (Spring semester 2026 or fall semester 2026). Once you have made your selection, please click "Send". (If you want to change your selection afterwards, you can do so later in the application portal.)
2. You will then receive a confirmation by email which includes the link to access your personal profile in the application portal. Save this email because you will need to access your profile later to receive information about the result of your application.

The application portal will guide you through the application process and explain the individual steps in detail via help texts. These steps are called "application workflow". Please follow the steps in the application workflow and upload the application components which you prepared in advance. At the end of this process, the portal will generate the application form which you need to (digitally) sign and then upload as a final step.

#### A Word of Advice:

Do not wait until the last minute to upload your documents! Ideally, you should upload them a few days before the deadline in case you have technical difficulties or other questions. This way you are less likely to miss the deadline.

### CV

Your CV should contain all the relevant aspects of your academic and professional development. You can find plenty of information on the internet about general conventions regarding the design and content of a CV. You can also visit the [Career Network](#) for more information and sign up for a CV check.

**DO**

- Please list all relevant work experience, internships and extra-curricular activities (e.g. [VISUM Buddy](#)) and give details about your individual tasks and accomplishments!  
*The selection process will be based exclusively on the application documents. So please make sure your CV answers all the relevant questions about your qualifications for an academic exchange.*
- Pay attention to format and chronology.  
*Please always list your most recent position first. Other than that, you are free to use any design or format of your choice.*

## DON'T

- ☒ Do not list any irrelevant information!  
*Your parents' professions, your religious beliefs, your marital status etc. are not pertinent to your application.*
- ☒ Avoid acronyms, jargon or other unclear word choices.  
*Usually it is not possible to ask any follow-up questions about your CV. Therefore, it should answer all*

### Academic Goals and Motivation

For your application, please write a letter entitled "Academic Goals and Motivation." The document should show that you are already familiar with the GSM program and its content. The selection committee will read and evaluate each individual letter. The format is up to you, but it must not exceed two pages.

Please answer the following questions in your letter:

- 1) Which interests or stages of your academic or personal career have shaped your understanding of sustainability and how do they enable you to critically engage with the topic?
- 2) Why should companies address the issue of sustainability?
- 3) What knowledge, skills, or practical insights do you hope to gain from the GSM program, particularly with regard to your own academic or professional career?
- 4) Would you like to spend your second GSM semester at the University of Mannheim or at an ENGAGE.EU partner university (you can list up to three priorities)? Please explain your choice.

### Bachelor Degree Certificate Including Individual Grades (and possibly a transcript) and, if available, Average Grade from Portal<sup>2</sup>

Whether you have already obtained Master credits in Mannheim or not, please upload a copy of your completed bachelor's degree certificate or of your transcript if the bachelor's degree is not yet available. The certificate should include your overall grade as well as your individual course grades (if this is not the case, please also include a bachelor's transcript).

The selection committee reserves the right to ask for the original copies.

#### Entry of average grade in the online application portal using the code number from Portal<sup>2</sup>

Master's students are also required to submit their average grades, but one of three different options is used here depending on your personal situation. While completing your application in the Mobility Online portal, you will be automatically guided to the appropriate option based on your details. Please check the help text in your workflow for more information.

### Proof of Language Proficiency

Expired or not accepted language tests are the main reason why applications get formally rejected. Therefore, please read the following information carefully and contact the International Office if you have questions:

- On the [Proof of Language Proficiency](#) page, you will find all accepted language tests and alternatives as well as information on where to take these tests.
- Please note that in the interest of comparability, we will not accept any other proof of language skills besides the ones mentioned on the website above. **Native speakers** should also check the [information for native speakers](#) on tests and potential alternatives.

- Usually, a minimum level of B2 is expected (according to the *European Framework of Reference for Languages*), although some partner universities require a higher level or specific tests like TOEFL, IELTS or others. You will find this information in the International Office's [database of partner universities](#). Please feel free to ask for advice in the International Office!
- The GSM program requires a minimum language proficiency level of B2 (according to the levels of the Common European Framework of Reference for Languages).
- **International degree-seeking students** whose nationality is not German should inquire with the International Office if any [special requirements](#) for their preferred host universities apply.
- **REMINDER:** the proof of language skills **must not be older than exactly two years** on the application deadline.



**Applicants who do not hand in valid proof of language skills do not meet the application requirements and will not be considered.**

#### Additional (relevant) Certificates (optional)

If you mention internships, professional experience, or similar items in your resume, be sure to upload relevant certificates. If available, please also upload a scan of your GMAT Official Score Report – Test Taker Copy or GRE Official Test Taker Score Report / Examinee Score Report under “Additional Certificates.” If you have taken an online GMAT, please upload a screenshot of your test results.

GMAT/GRE results and other documents that you have already submitted to the Admissions Office as part of an application to the University of Mannheim must remain in your admissions file and therefore cannot be used in the selection process. You must therefore resubmit them. **We reserve the right to compare the previously submitted documents with the new ones.**

#### Picture (optional)

You can upload a picture in the online application portal (picture file, e.g. JPEG). However, this is entirely voluntary. We will also accept applications without a photo.

### Submitting the Application

You have to upload all requested application documents as single copies and afterwards as one merged PDF file on the Mobility Online portal by the application deadline: **30 September 2025**. Please make sure that the documents in the PDF appear in the order of the checklist above.

You alone are responsible for the completeness of your application. If your application is incomplete, it might be excluded from or receive a lower rank for the selection process. Please use the table above to check completeness. Due to the high number of applicants, we are not able to request missing documents.



**We strongly recommend you upload your application documents by Tuesday, 30 September 2025, at noon, in case you run into technical difficulties and need technical support.**

### Confirmation of Application Receipt

You will receive an e-mail from the International Office confirming the **receipt** of your application documents by Thursday, 2 October 2025 (6 p.m.) at the latest.

# What's Next?

## Check the Validity of your Passport/ID Card

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We do not require a copy of your passport or ID card for your application. However, please check whether your documents are still valid and apply now for new documents if necessary.

## Selection Process

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You can find all the relevant information about the [selection procedure and selection criteria on our website](#).

Due to the high number of applications that need to be processed and evaluated, we ask you not to contact us by phone or e-mail to enquire about the result of the selection process. This process will take several weeks. We will inform about the results via e-mail to your university address.

### What are my chances of getting a place on the GSM program?

It is difficult to make any statements about your individual chances of being accepted, as the number of applicants can vary from year to year. Whether you are accepted always depends on which other students are also applying for the GSM program.

Seek advice and take your time when writing your letter of motivation.

## What happens after I am selected?

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### Formal and binding acceptance of an exchange spot:

**If you are offered a spot in the GSM program, you will need to accept it on the application portal within three business days (including the day you received the email. The acceptance of this spot is binding.**

After you accepted an exchange spot, you can only withdraw from the exchange program in special circumstances (e.g. crises, medical emergencies, change of degree program etc.).

Unfortunately, every year there are applicants who initially accept a spot in a program and drop out later without going through the official cancellation process. As the selection process is finalized at this stage, the "vacant spot" cannot be given to another student. This is unfair to other applicants and will be penalized with the exclusion from all university-internal study abroad programs. In addition, the International Office and the schools will withhold support for alternative ways to go abroad.

### Registration Process at the Partner University

In the previous months before the exchange begins, the International Office will nominate all selected students at their respective host university.

This process differs depending on your host university. For successful registration at the host university, you will usually need to submit various documents again. The host university will make the final decision whether our applicants are accepted or not. If you hand in a complete set of documents on time, there are usually not any issues. We will inform you in due time about the necessary steps. For more information on this process please head [to our website](#).

**The International Office Team  
Wishes you Good Luck for your Application!**